**Attachment 06: Checklist of evidence and information required for RFP submission, and additional documents you have provided.**

### Proposal for the supply of Feeding Devices and/or Special Foods to DHB Hospitals

**[Company name]**

Please fill out the table below with details of all documents submitted as part of your proposal-add additional rows as required. Refer to main RFP document for full details regarding required documents and information.

| **Documents & Information Requested in RFP** | **Attached**  **(Yes/ No)** | **Document name** |
| --- | --- | --- |
| **2018-10-24 Schedule 4:** Proposal Form for Feeding Device Suppliers (word) |  |  |
| **2018-10-24 Schedule 5:** Proposal Form for Special Foods Suppliers (word) |  |  |
| **Attachment 01** Feeding Devices Product List (excel) |  |  |
| **Attachment 02** Feeding Devices Financial Analysis (excel) |  |  |
| **Attachment 03** Special Foods - Product List + Financial Impact Analysis (excel) |  |  |
| **Attachment 05** Acceptance of PHARMAC's standard terms and conditions (word) |  |  |
| **Attachment 06** Document and information checklist (word): |  |  |
| Organisational chart |  |  |
| Evidence of financial stability and ability to cover financial liabilities |  |  |
| Evidence of your company’s Quality Management System(s) certification |  |  |
| Evidence of your manufacturer’s Quality Management System(s) certification |  |  |
| Evidence of compliance to other relevant stands for the proposed products |  |  |
| Transition plan |  |  |
| Copies of international compliance certificates for proposed products |  |  |
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